**Centered International Realty Corp.**

**APPLICATION CHECKLIST**

*The following documentation is required to begin processing applications. Please submit this checklist with each application. Incomplete applications will not be considered.*

* Application completed and signed by all adult occupants. An application is required for all adults.
* Proof of Income for Government assistance, Section 8, Social Security, etc…
* Verification of incomes form completed by company.
* Two recent paystubs for employed applicants (paystubs within 30 days of application date.)
* Verification of Landlord Form completed by company.
* Verification of Three (3) References completed by your company.
* Background Investigation, to be completed by CIRC upon receipt of application.
* Applicant income analysis, (proposed rent cannot exceed 40 % of gross income, i.e., if income is $1,600 per month, then rent cannot exceed $640.00 = 1600 X 40%) exceptions are made on a case by case basis.
* Letter of Explanation for derogatory credit.
* Cover letter from your company for each applicant describing applicant, their income and why they are moving. Include explanation for poor credit, judgments, or evictions.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_